

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)  STANDARD MWR NAF PD		3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No. CNIC-SLO	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.		13. Competitive Level Code	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		14. Agency Use			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	CHILD & YOUTH SCHOOL LIAISON	NF	1701	04	SN	7-18-08
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment		c. Third Subdivision	
a. First Subdivision		d. Fourth Subdivision	
b. Second Subdivision		e. Fifth Subdivision	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that		this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.	
a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature _____ Date _____		Signature _____ Date _____	

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position OPM PC GENERAL EDUCATION & TRNG SERIES GS 1701 TS-109 OCT 91	
Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature _____ Date 7-18-08			

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
25. Description of Major Duties and Responsibilities (See Attached)

CHILD & YOUTH PROGRAMS (CYP)  
SCHOOL LIAISON OFFICER  
NF-1701-04

**I. INTRODUCTION**

This position serves as the School Liaison Officer (SLO) on Navy installations in designated Navy Child and Youth Programs (CYP). The SLO serves as the installation subject matter expert for issues and processes involving Local Education Agencies (LEA) on all K-12 educational matters relating to public, private, home schooling and where applicable Department of Defense Education Activity Schools (DoDEA).

Responsibilities include managing, coordinating, and facilitating education support to maximize the opportunity for academic success of military associated children. Work with commanders, educators and parents of school-age children to understand the educational needs of military associated children. Incumbent will represent and speak for the installation on youth education/school transition/deployment issues. This work is considered mission essential and requires frequent contact and/or advice to Commanding Officers, local community leadership, Installation Commanders, other installation Navy Family Program Managers, Department of Defense Education Activity, and public school district superintendents/principals.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

a. General Management - 100%:

(1) Serve at installation (region as applicable) School Liaison Officer (SLO) as subject matter expert and representative for issues involving schools (K-12) and their relationships to the community. Responsible for leading the integration of military children into local school systems. Receive and processes complaints from installation personnel and their family members regarding area schools and refer into appropriate agency. Develop actions plans for accomplishment of community/school support goals. Plan, develop and coordinate joint installation/community/school activities. Primary installation advisor to commanders, installation leaders,

parents and educators on all education matters impacting military associated children in grades K-12.

(2) Subject matter expert to Installation Commander and key installation staff on all matters relating to schools (K-12). Coordinate the integration of all installation activities relating to matters of concern to commanders, parents, students, and local school officials. Establishes an interchange of ideas and issues among installation personnel, local community leaders, civic groups, etc... concerning problems in local schools that may negatively impact the installation activities. Represent the Installation Commander on school boards, councils, and advisory groups. Meet regularly school principals, teachers, guidance counselors, superintendents and other school staff. Serve as the installation point of contact for home school issues and initiatives. Evaluate local media to identify potential problems and works with installation public affairs on methods to resolve them.

(3) Function as an intermediary and advocate between parents, school administrators and installation child and youth programs. Attend installation meetings (Town Hall) and presents concerns, solutions, and suggestions to school officials. Assists parents with locating points of contact in the schools and makes referrals as appropriate. Maintain resource materials to assist parents in understanding the policies and procedures of local schools. Provide assistance as needed in school enrollment and in/out processing. Educate parents on how to be the best advocate for their child's education. Inform installation leadership and parents about the importance of Impact Aid to schools. Participate in all installation relocation assistance efforts (Newcomer Orientation, Youth Sponsorship). Create and maintain collaborative partnerships with relevant installation and community organizations (e.g., Fleet & Family Support, Child & Youth Programs, chaplains, medical, EFMP, military/civilian personnel offices, military units).

(4) Informs local school officials on base programs, policies, and activities. Write news releases, fact sheets, base newspaper articles, flyers, and feature articles to help educate the base population regarding school programs and policies. Plan, coordinate, and conduct installation tours and orientations for school administrators. Prepare and present briefings to installation personnel about

school issues. Maintain records and statistics, such as number of volunteer hours devoted to school activities and other data necessary to support program evaluation.

(5) Performs administrative duties related to school liaison officer program. Maintains program information and prepares a variety of reports or feeder information as required. Establish and maintain suspense dates in order to submit required documentation for programs and follow-up as appropriate. Prepares, distributes, and tabulates needs assessments to determine the educational needs of the military community. Complete required documentation and insures information such as public, private and home school information are available for review by installation leadership or for briefings to installation populations. Develop an annual budget and projects, monitors program expenditures.

### **III. KNOWLEDGE REQUIRED BY THE POSITION**

Successful completion of a 4 year college or university degree with a major course of study/substantial course work which directly relates to a CYP field: early childhood/elementary/secondary/special education, child/youth development, psychology and youth program administration or a closely related field. Or, a combination of education and experience - courses equivalent to a major in a field (24 hours) appropriate to the position (see above), plus appropriate experience or additional course work that provided knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above.

A minimum of three years experience working with school personnel, students and parents, i.e., School Liaison Officer, CYP Manager, education or academic leader/counselor.

Knowledge of the Navy operational organizational structure, chain of command, and particularly as it relates to the CYP.

Knowledge and understanding of Navy philosophy, goals, vision, policy and programs relating to CYP issues of military members.

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Oral and written briefing skills with knowledge of techniques and formats for effective communication to installation level leadership.

Knowledge of research methodology, information retrieval and data organization for analysis, decision making, and formulation of recommendations. Research methods include interviews, focus groups, working groups, surveys and data search.

#### **IV. SUPERVISORY CONTROLS**

The immediate supervisor is the installation Child and Youth Program Manager. The supervisor provides general policy guidance and assists with unusual problems. Priorities for work are determined cooperatively by the supervisor and by the incumbent who is responsible for independent action to fulfill the requirements of the position. The incumbent works independently and has broad latitude in furnishing advice to installation commanders concerning proper interpretation and implementation of CYP School Transition Program policies, regulations, and procedures. Work is reviewed in general terms for effectiveness and attainment of objectives.

#### **V. GUIDELINES**

Policy directives promulgated by Congress, DoD, OSD, CNO, SECNAV, BUPERS and NAVFAC provide general procedures, instructions and policies for administering the program, fiscal management, and operational oversight. The incumbent is authorized to interpret CNIC and higher level directives and policies to make commitments to installation Commanding Officers, Regional Coordinators, other echelons and higher authority on CYP School Liaison and Transition issues. Frequently, the procedures are not completely specific and may in fact conflict, requiring consideration of several options including modifications and unique applications. The experience and judgment of the incumbent is required to select the best approach to any given problem. The incumbent is involved in serving on or leading installation teams that deal with education issues involving governmental resources.

#### **VI. COMPLEXITY**

Assignments are diverse in nature and cover a large number of city, state, government, public and private associations for which a variety of planning, coordinating, and advisory functions are required to ensure seamless transitions for military youth during relocations of military families. The complexity of this position resides in the interrelationships that exist among the various local organizations and the undefined issues and elements, which require extensive coordination. The ability to discern conflicts and resolve them is necessary.

#### **VII. SCOPE AND EFFECT**

This position requires the incumbent to installation Navy leadership personnel regarding major components of the CYP, school systems and practices impacting the transient military youth population. As CYP is recognized as a major factor in retention, this position is critical to the readiness of Navy's forces in that the purpose of the work is to analyze and evaluate major administrative aspects of substantive, mission oriented programs.

#### **VII. PERSONAL CONTACTS**

Personal installation contacts include: Installation Commander, Commanding Officers, and other installation staff agencies. The incumbent meets with senior installation personnel, school officials, boards. Contacts are made in person, by mail, naval message, electronic mail, video teleconference, and by telephone.

#### **IX. PURPOSE OF CONTACTS**

The purpose is to disseminate, and influence the development and implementation of quality of life policy and objectives; to furnish expert advice on CYP matters; In summary, the incumbent is responsible to articulate the installation position and to successfully gain acceptance for this position. The incumbent must develop appropriate techniques to be successful even when encountering resistance from other departments or agencies.

#### **X. PHYSICAL DEMANDS**

This position is sedentary in nature. Physical effort will generally be limited to lifting 25 pounds or less. Incumbent may perform travel on a frequent basis. Some

maneuvering in small spaces, climbing stairs and narrow walkways aboard ships is required. Some weekend, holiday and evening work as a result of the variety of tasks and travel requirements is necessary.

#### **XI. WORK ENVIRONMENT**

Regular recurring work is performed in a work environment that involves normal low risks or discomfort typical of offices or commercial vehicles such as airplanes, trains or buses. Work away from the main office may require travel using commercial/military aircraft or ships.

#### **OTHER**

Incumbent must be able to obtain a SECRET Clearance.